

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** CHIEF SURVEYOR

**Date:** 3/14/02

**Position Level:** 10

**FLSA Status:** Exempt

**Class Code:** 10-11

### GENERAL DESCRIPTION

Primary function is to survey and map public lands boundaries, prepare reports, and create legal descriptions. Responsible for the accuracy and correctness of all surveying for Engineering Projects.

### KEY RESPONSIBILITIES

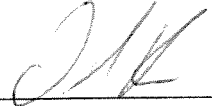
1. Supervises, organizes and schedules survey crew for field work operations.\*
2. Train survey personnel in office and field procedures.
3. Determine boundary and rights-of-way lines.\*
4. Create legal descriptions.\*
5. Perform surveys for construction.
6. Prepare maps, plans, sketches on computer drafting.
7. Address citizen complaints.
8. Performs construction inspections.
9. Research record information.
10. Represent the Public Works/Engineering Department on the Development Review Council.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> CHIEF SURVEYOR	<b>Class Code:</b> 10-11	<b>Position Level:</b> 10
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	High School Diploma required, Associate's Degree to Two Year College equivalent preferred.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours, pending disaster.
<i>Other:</i>	Shall maintain a valid Florida Drivers License. Professional Surveyor and Mapper License preferred.

APPROVALS		
<i>Department Head:</i>		
Name: <u>N/A</u>	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>David Koppel</u>	Signature: <u></u>	Date: <u>11-29-05</u>
<i>County Administrator:</i>		
Name: <u>Thomas J. Willi</u>	Signature: <u></u>	Date: <u>11/29/05</u>

<b>Position Title:</b> CHIEF SURVEYOR	<b>Class Code:</b> 1094	<b>Position Level:</b> 10
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_